

MINUTES

OFFICE OF MEDICAL SERVICES
CAREER SERVICE BOARD MEETING

Thursday, 24 February 1966

Present: D/MS - Chairman Dr. Tietjen
DD/MS
DD/ORD/DDS&T
C/OD
C/CD
C/AES
ExO
C/SD
PO/OMS - Executive Secretary . .
Recording Secretary

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Career Service Board Meeting of 10 February 1966 were approved by the Members present without comment.

2. Announcements by Executive Secretary

The following promotions have been approved since the last Board Meeting:

To GSM-15:

To GS-14:

To GS-9:

To GS-6:

To GS-5:

To GS-4:

25X1A9a

25X1A9a

3. Report from Panel A

Dr. [REDACTED] the Chairman, reported Panel A had established a competitive ranking of all Medical Officers in GS-14 grade, as a result of which the promotion of the above four were recommended to D/MS and approved by him. The Panel plans to meet again in the near future to competitively rank all other Medical Officers by grade.

25X1A9a

4. Report from Panel B

Dr. [REDACTED] Chairman of Panel B, reported a meeting was held to review the professional rankings of psychologists. As a result of this meeting, the Panel recommended to D/MS that [REDACTED], who was ranked the highest, be promoted. This recommendation was approved by D/MS. The Panel also considered the assignability of two psychologists who had previously been interviewed by Members of the Medical Office. The Panel considered action to recommend that four GS-9 positions be reclassified to two GS-7s and two GS-11s in order to provide opportunity for the promotion of two junior psychologists.

25X1A9a

5. Report of Panel C

25X1A9a

The Chairman of Panel C, Mr. [REDACTED] reported that, at a recent meeting, a competitive ranking of GS-8 medical technicians had been performed, resulting in a recommendation to D/MS that the three who were ranked highest be promoted. Since there was no indication in the personnel files of these individuals as to their respective supervisor's opinions of their promotability, Mr. [REDACTED] requested the views of the Board as to the Panel's course of action. The Board Members were in agreement that no promotion should be effected without the comments of the appropriate supervisor. However, this is a command action and should not affect the Panel's recommendations. Therefore, in the future, the Panel will make its recommendations as it feels appropriate and the supervisor's views will be elicited via command channels.

25X1A9a

25X1A9a

6. Dr. [REDACTED]: "Office of Medical Services Personnel Who do not come Under the Purview of the Panels"

25X1A9a

Dr. [REDACTED] stated that, of the total [REDACTED] personnel of the Medical Office, there are approximately [REDACTED] who, at the present time, do not fall within the categories of any of the three established panels. [REDACTED] of these are clerical personnel and [REDACTED] are nurses, leaving 22 others. It was noted that 9 of the remaining 22 serve as Chairmen or Members of the three Panels. Dr. [REDACTED] felt that, not only should the careers of all employees be considered either by one of the Panels already in existence or through the establishment of other panels, but that they should be advised in writing that their careers are being so considered. Accordingly, Dr. [REDACTED] recommended that the Personnel Officer provide the identities of the [REDACTED] individuals at a subsequent Career Service Board Meeting. This

25X9A2

25X1A

25X9A2

25X1A9a

25X9A2

25X1A

25X9A2

list would be reviewed to separate out those who may not be included in the career program by regulation and the remainder would be categorized so as to be placed within the purview of a panel. D/MS asked the Executive Secretary to have available at the next meeting a list of these employees by categories, numbers, and other pertinent information.

25X1A9a 7. Mr. [REDACTED] "What is Expected of Panel C with Respect to Assignments? How Would These Procedures be Initiated?"

25X1A9a Mr. [REDACTED] stated that, at a recent meeting of Panel C, the question was raised as to when the Panel would know of existing vacancies in the Medical Technician and Medical Service Officer categories and who would be available for such assignments. The Panel decided to refer this question to the Career Service Board for guidance. Since this is basically a question of procedure and since Mr. [REDACTED] was not prepared to make a recommendation at this time, D/MS asked that the matter be deferred and scheduled for a meeting in the near future at which time the Board will consider any attitude the Panel wishes to express. 25X1A9a

25X1A9a 8. "Fourth Draft of Office of Medical Services Regulation No. 20-5, Medical Career Program"

25X1A9a

25X1A9a Draft No. 3 of the proposed regulation on the Career Service Program was circulated to the Members by Mr. [REDACTED] who had received comments from [REDACTED]. He asked that they present their suggestions, as follows:

25X1A9a Dr. [REDACTED] recommended that, whenever the Panels are mentioned by name throughout the regulation, the titles be followed by the words "of the Medical Career Service Board". This recommendation was approved by the Members.

25X1A9a Dr. [REDACTED] requested clarification of the relationship of the Panels to the Board and to D/MS. It was pointed out that the Members had decided at a previous meeting that the Board would review the activities of the Panels on a general basis and would consider specific items which the Panels might wish to present to the Board. This explanation was satisfactory to Dr. [REDACTED]. 25X1A9a

25X1A [REDACTED] also suggested the formation of an executive function which would act in concert with the command structure at any time an assignment is made on an emergency basis when the Panel concerned did not have time to consider the action. It was agreed that, under such circumstances, the appropriate Panel would be informed of the command action. 25X1A9a

25X1A9a Mr. [REDACTED] called attention to paragraph 8 of the proposed regulation and recommended the title be changed to "Career Planning and Development". He also suggested that this section be expanded to

incorporate the opportunities which are available to Medical Office personnel for career development. [REDACTED] was asked to prepare his views in writing for presentation to the Members at the next Board Meeting.

25X1A

9. D/MS asked that another Meeting of the Medical Career Service Board be arranged for two weeks from today.

OMS/mam

Distribution:

Orig - D/MS

1 - DD/MS

1 - DD/ORD/DDS&T

1 - C/LSD/OSI/DDS&T

1 - C/CD

1 - C/PS

1 - C/OD

1 - C/AES

1 - ExO

1 - C/SD

1 - PO/OMS